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Successful completion of initial probationary period is contingent upon passing an FBI background investigation. Your fingerprints will be used to check the criminal history records of the FBI.

If anything appears on your record that may be used to make a determination of your suitability for the position, you will be contacted by a representative from the Human Resources Department and given the opportunity to complete or challenge the accuracy of the information in the record. You will be provided 10 business days to correct or complete the criminal record history. Absent updated information within 10 business days, it will deemed you declined or were unable to correct the information and the process will move forward using the criminal history record as originally received.

If you are interested in obtaining the results of your fingerprint check, in the state of Arizona, you have the ability to check your own personal criminal history records for the purpose of monitoring the records for accuracy and completeness. You may do so by following the procedures listed below:

- 1. The individual can contact the Department of Public Safety Criminal History Records Unit at (602) 223-2222 to obtain a fingerprint card and a Review and Challenge packet. The Department of Public Safety provides the packet pursuant to R13-1-08 of the Arizona Administrative Code. This will check the Arizona criminal history only.
- 2. The individual can obtain a copy of a national FBI criminal history record by submitting fingerprints, an Applicant Information Form, and payment directly to the FBI according to the procedures in Title 28 Code of Federal Regulations 16.30 16.34. The FBI contact phone for information about record review and challenge is 304 625-3878. For more information, the individual can go to www.fbi.gov and look under "Background Checks."